



Manchester
Metropolitan
University

Manchester Metropolitan University Business School

42nd AIB-UKI Conference 16–18 April 2015

Joining Instructions

Dear Delegate we look forward to welcoming you to Manchester Metropolitan University (MMU) Business School on the 16–18 April 2015 for the AIB-UKI 2015 Conference. Below is the information you will need prior to the event, so please take a few minutes to read it.

VENUE ADDRESS AND LOCATION

Manchester Metropolitan University Business School

All Saints Campus

Oxford Road

Manchester

M15 6BH

United Kingdom

For all location, venue and travel directions please see conference website sections Location/Venue and Direction and Maps ([Directions and Maps](#)).

If you are arriving from Oxford Road city centre on your right, walk pass the flyover, you will see MMU All Saint Building where signposts will direct you to the conference venue. Please see no 6 on the map below.



CONFERENCE REGISTRATION

Registration will take place in the MMU Business School, see Conference website under Location/Venue ([MMU Campus Map](#)) ground floor North Atrium (entrances to the building will be signposted to the registration) for registration at the following times:

Thursday	16 th April	16.00 to 18.00
Friday	17 th April	8.00 to 17.00
Saturday	18 th April	8.00 to 13.30

LOCATION OF SESSIONS

All sessions will be held within the MMU Business School Building and will be signposted throughout the building.

SPEAKER/PRESENTER INFORMATION

- The presentation room will be equipped with either PC or laptop with Microsoft Office Suite such as word, Excel and PowerPoint version 2013, a data projector and screen.

- Support for Apple Mac is not available.
- We would encourage you to bring your presentation on a USB stick which should then be loaded onto the PC/laptop (all rooms are equipped with PC/laptops) during the break 10 minutes prior to your session.
- Presentations should last no more than 15 minutes to allow sufficient time for discussions and Q&As (exact format depends on the number of papers in the session).

INFORMATION FOR CHAIRS OF PARALLEL SESSIONS AND SPECIAL TRACKS

- Session Chairs should be in their session's room about 10 minutes prior to the start of the session to ensure that all presentations are uploaded onto the PC/ laptop (all rooms are equipped with PCs/laptops).
- The main responsibility of Session Chairs is to ensure a smooth running of the session, timekeeping and overseeing the discussion following the paper presentation.
- It is to the discretion of the Chair, in consultation with the presenters, if the discussions take place after each paper presentation or at the end of all paper presentations.
- As a rough guideline, Session Chairs may consider allowing around 60% of the session time for presentations and 40% for discussion.

DOCTORAL SOCIAL SPACE

We are having a dedicated Doctoral Social Space during the first hour of the Thursday evening Reception. We have set aside a dedicated space for this within the Reception area, in order for doctoral students to network with your fellow doctoral students, meet members of the AIB-UKI Executive Committee and leading IB scholars for one-to-one communications. We are inviting our delegates to visit the Doctoral Social Space during the Reception to support the next generation of IB researchers. This space will be signposted.

ADDITIONAL AMENITIES

A prayer room is available.

A cloak and storage room is available near the Reception and Registration Desk.

REFRESHMENTS

Delegate registration includes the drinks and canapés reception, (Thursday) refreshments and lunch on Friday and Saturday and the Conference dinner (Friday). If you have informed us of any special dietary requirements, each food station will have a note to indicate the special dietary request. If you have notified us, of any food allergy please let the catering staff at the food station know and they would provide you with special food.

DRINKS AND CANAPÉS RECEPTION - THURSDAY 16th APRIL

Will be held from 18.00 to 20.00 at the Conference Venue in the MMU Business School, see Conference website under Location/ Venue ([MMU Campus Map](#)) ground floor North Atrium (entrances to the building will be signposted).

SOCIAL EVENT –THURSDAY 16th APRIL

The Social Event will take place at “Deaf Institute” building, a bohemian and quirky bar hosted in a historic Manchester building on Grosvenor Street, just across the conference venue ([Map for Deaf Institute](#)), from 20.00 onwards. The conference team will guide you to the venue.

We have rented the whole bar for the Social Event exclusively for our delegates. Apart from a wide selection of beers, ales and other drinks, they also have a simple but freshly sourced and good priced food menu. Other eating options are for example the Japanese Sushi Noodle Bar Restaurant, which is just around the corner from the “Deaf Institute” building on Oxford Road, as well as host of restaurants in the city centre (see: Conference website [Map-Bars and Restaurants](#)).

CONFERENCE DINNER – FRIDAY 17th APRIL

The conference dinner is held at Manchester Town Hall in Albert Square (see [Conference website](#) under Conference Dinner). Delegates’ dinner ticket and the location map of the venue will be provided in your delegate pack.

19.00 to 20.00 Drinks Receptions at Manchester Town Hall

20.00 to 22.30 Gala Dinner at Manchester Town Hall

DELEGATE WIFI AND PC ACCESS

Delegates can use the IT lab on the first floor of the MMU Business School. Each delegate will be provided with a guest IT account, which will be slip into the back of the delegate badges. The delegates will be able to use the accounts to log onto the PCs in the IT lab and access wifi.

TAXIS

Black cabs can be flagged down from Oxford Road

Private Taxis can be ordered from MMU Business School Reception area

Radio Cars Tel: + 44(0)161 236 8033